

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

MICROBIOLOGIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a microbiology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Microbiologist Specialist-2

Microbiologist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Microbiologist Specialist-3

Microbiologist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Microbiologist job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

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Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

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Participates in bacteriological, serological, virological, parasitological, or mycological examinations of a variety of samples, specimens, or products.

Participates in the production and testing of biological products.

Performs microbiological tests and analyses on food, agricultural, or industrial products.

Participates in microbiological, serological, hematological or virological examinations to diagnose human disease.

Carries out the most demanding technological procedures.

Performs and approves investigations as to new and more efficient laboratory procedures.

Develops and approves production methods for new or difficult biologic products.

Establishes procedures used in blood grouping and RH tests.

Coordinates the training of laboratory personnel in new and specialized production and testing techniques.

Selects analytical methods to be used and evaluates the results of analysis; checks analysts' reports for accuracy and completeness and compliance with standards, regulations and department policies.

Oversees potency and safety tests of biologic products manufactured in the department such as viral vaccines and immune globuline containing viruses; interprets results and issues reports.

Conducts in-service training programs for laboratory personnel.

Testifies as an expert witness in court cases.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles of microbiology, including bacteriology, hematology, mycology, parasitology, serology, and virology.

Knowledge of chemistry and biochemistry.

Knowledge of microbiology techniques, terminology, equipment and supplies.

Knowledge of microbiological methods of analysis.

Knowledge of laboratory tests used in the work.

Knowledge of the methods and techniques used in the preparation of biologic products.

Knowledge of laboratory techniques, equipment, apparatus and terminology.

Knowledge of diagnostic problems involved in determining the cause and control of disease.

Knowledge of state and federal laws, regulations, standards and advisory guidelines related to food processing, handling, storage and sale.

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Knowledge of the production, standardization and use of antigens and immune sera.

Knowledge of fundamental antigen and antibody reactions and their principles.

Knowledge of the methods and practices of microbiologic analysis and testing of food and agricultural products.

Knowledge of the sources of technical literature in the field.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to work in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to work in proximity to caustic chemicals in a darkened and confined area.

Physical Requirements

None.

Education

Possession of a bachelor's degree in microbiology or a related field.

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Experience

Microbiologist Specialist 13

Four years of experience as a microbiologist, including two years of experience equivalent to a Microbiologist P11.

OR

One year of experience equivalent to a Microbiologist 12.

Microbiologist Specialist 14

Five years of experience as a microbiologist, including three years of experience equivalent to a Microbiologist P11.

OR

Two years of experience equivalent to a Microbiologist 12.

OR

One year of experience equivalent to a Microbiologist Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MICBIOSPL

Job Code Description

Microbiologist Specialist

Position Title

Microbiologist Specialist-2

Microbiologist Specialist-3

Position Code

MICSPL2

MICSPL3

Pay Schedule

H21-014

H21-017

ECP Group 2

Revised 5/22/02

VEP/VLWT/asw/Team Leaders